

SANDY CITY
APPROVED CLASS SPECIFICATION

I. Position Title: Project Analyst – Mayor’s Office

Revision Date: 11/18

EEO Category: Professional

Status: Exempt (Admin)

Control No. 20111

II. Summary Statement of Overall Purpose/Goal of Position:

An appointed position under the general supervision of the Project Analyst Manager, performs a variety of project management and analytical duties for the Mayor, CAO, and all city departments.

III. Essential Duties:

- Represents positively the Mayor and CAO in dealing with the public, staff, etc. in City related matters.
- Performs research, special projects and data analysis, and makes recommendations based on results.
- Collects, prepares and/or presents information, reports, correspondence, and other written materials.
- Performs research, special projects and data analysis, and makes recommendations based on results.
- Analyzes information using statistics, spreadsheets, and other current analytical tools.
- Coordinates projects with City departments, the public, and/or outside agencies depending upon the nature of the project to which assigned.
- Maintains files and records including a large volume of confidential information.
- Attends relevant meetings and follows-up on meeting discussions.

IV. Miscellaneous Duties:

- Performs other duties as assigned.

V. **Education & Experience:** Requires a bachelor’s degree, preferably in public administration, business administration, data science, or another job-related field and some related experience. May substitute an equivalent combination of education and experience. Strong quantitative skills, written and verbal communication skills, problem-solving skills, and organizational skills are required.

Certificates/Licenses: Requires a valid Utah driver’s license for travel to offsite meetings or projects.

Probationary Period: Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Knowledge of: Principles of project-management and data analysis; computer software, including e-mail systems and computer programs including Microsoft Office products including Word, Excel, and PowerPoint; correct English usage, vocabulary, and spelling; and office management processes.

Communication Skills: Contacts with other departments, outside organizations, and the public; furnishing and obtaining information; regular and frequent contact with persons of high rank, requiring tact and judgement; requires well developed political instinct and sense of strategy and timing; contact with City management and the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; using sound judgement to avoid friction; communicating effectively verbally and in writing.

Tool, Machine, and Equipment Operation: Requires regular use of office equipment, including computer, data analysis software; telephone, copy machine, printer and audio visual equipment. Occasional use of personal or City vehicle.

Analytical Ability: Establish and maintain effective working relationships with employees, executives and the public; apply general problem solving and analytical principles to effectively deal with various situations; ability to work independently under general direction; prioritize tasks; work well under pressure and impending deadlines; relate well with a variety of persons under varying circumstances; ability to analyze, obtain, and present information.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work sites of employees, or attending offsite meetings.

The above statements are intended to describe the general nature and level of work being performed by the persons(s) assigned to this job. They are not intended to an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____